



Creating Amendments



You are again logged on as the traveler & are going to amend an authorization in order to cancel the authorization.

Official Travel | Official Travel - Others ▼ | Traveler Setu | Administrative ▼

Authorizations / Orders
Vouchers
Local Vouchers
Group Authorizations / Orders

TRAVELER50
ARCTTRAINING

Org Access:
Group Access:
Permission:

Message Center

WELCOME TO GOVTRIP

Go to the Official Travel tab and click on *Authorizations/orders*.

My Signed Documents

Document Name	Current Status	Departure Date	Type
CT2/075 L01	SIGNED	07/02/05	LVCH
CTCHICAGOIL071105 A01	REJECT	07/11/05	AUTH
CTMIAMIFL071805 A01	AUTH 24 HOUR PASSED	07/18/05	AUTH
CTMIAMIFL071805 V01	SIGNED	07/18/05	VCH
CT250705 L01	SIGNED	07/25/05	LVCH
CTDALLASTX072505 A01	AUTH 24 HOUR PASSED	07/25/05	AUTH
CTDALLASTX072505 V01	ADJUSTED	07/25/05	VCH
CT260705 L01	SIGNED	07/26/05	LVCH
CT270705 L01	SIGNED	07/27/05	LVCH
CT280705 L01	SIGNED	07/28/05	LVCH
CT290705 L01	SIGNED	07/29/05	LVCH
CTAUSTINTX080105 A01	AUTH 24 HOUR PASSED	08/01/05	AUTH

Your authorization screen will appear with a list of authorizations you have created in the past.

Any authorization that has an *amend* link – you can amend.

Authorizations / Orders

Below is a list of your existing authorizations/orders.

> [Create New Authorization/Order](#)

Existing Authorizations/Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
CTDENVERCO092005_A01	09/20/05	AUTH 24 HOUR PASSED	0NUE5C	> view	> print		
CTATLANTAGA091905_A01-02	09/19/05	AUTH 24 HOUR PASSED	0NUDW5	> view	> print		
CTLASVEGASNV091905_A01	09/19/05	AUTH 24 HOUR PASSED	0NUE4A	> view	> print		
CTMIAMIFL091205_A01	09/12/05	AUTH 24 HOUR PASSED	0NUE3L	> view	> print		
CTAUSTINTX090105_A01	09/01/05	AUTH 24 HOUR PASSED	0NUE3G	> view	> print		
CTATLANTAGA082905_A01	08/29/05	AUTH 24 HOUR PASSED	0NUE4R	> view	> print		
CTDALLASTX082905_A01-01	08/29/05	AUTH 24 HOUR PASSED	0NUE33	> view	> print		> amend
CTSANFRANCISCO082305_A01-01	08/23/05	AUTH 24 HOUR PASSED	0NUE34	> view	> print		> amend



As you can see, not all authorizations have an amend link. This is because once a voucher has been created from an authorization, that authorization can no longer be amended.

Go ahead and click the *amend* link for the 08/29/05 Dallas, TX trip.

Please review the status of all your documents.

Authorizations / Orders

Below is a list of your existing authorization/order.

> [Create New Authorization/Order](#)

Existing Authorizations/Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
CTDENVERCO092005_A01	09/20/05	AUTH 24 HOUR PASSED	0NUE5C	> view	> print		
CTATLANTAGA091905_A01-02	09/19/05	AUTH 24 HOUR PASSED	0NUDW5	> view	> print		
CTLASVEGASNV091905_A01	09/19/05	AUTH 24 HOUR PASSED	0NUE4A	> view	> print		
CTMIAMIFL091205_A01	09/12/05	AUTH 24 HOUR PASSED	0NUE3L	> view	> print		
CTAUSTINTX090105_A01	09/01/05	AUTH 24 HOUR PASSED	0NUE3G	> view	> print		
CTATLANTAGA082905_A01	08/29/05	AUTH 24 HOUR PASSED	0NUE4R	> view	> print		
CTDALLASTX082905_A01-01	08/29/05	AUTH 24 HOUR PASSED	0NUE33	> view	> print		> amend
CTSANFRANCISCO082305_A01-01	08/23/05	AUTH 24 HOUR PASSED	0NUE34	> view	> print		> amend



Create Amendment

Click OK to amend this travel document. You will be prompted for signature.

Traveler Name: TRAVELER50,CHRIS

Traveler SSN: *****2250

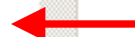
Amendment Name: CTDALLASTX082905_A01-02

Comments:

OK

Cancel

A comments screen will open.
You **MUST** enter the reason
here as to why you are
amending this document.





Create Amendment

Click OK to amend this travel document. You will be prompted for signature.

Traveler Name: TRAVELER50,CHRIS

Traveler SSN: *****2250

Amendment Name: CTDALLASTX082905_A01-02

Comments:

Creating amendment in order to cancel this authorization. The trip has been cancelled.

OK

Cancel

Once you have entered the reason for amending, click *OK*.



You are AMENDING this document.

By accepting you are legally signing this document.

Accept

Cancel

Click *Accept* to proceed.

Preview Trip

The auth will open to the preview screen. You will simply need to go to the Digital Signature to cancel this authorization.

Itinerary:
[Edit](#)

Leave From:
Leave:

RES: WASHINGTON, DC
29-Aug-05

Comments to the
Approving Official:

Location 1 - DALLAS, TX Time Zone: CST (07)

Itinerary:
[Edit](#)

Leave From:
TDY Location:
Arrive:
Leave:

RES: WASHINGTON, DC
DALLAS, TX
29-Aug-05
31-Aug-05

Air Travel:
[Edit](#)

Carrier: American Airlines (AA)
Flight: 1607
Fare: \$174.88
Airport Passenger facility charge included in ticket price.
Depart: DCA-Washington, Dc (Usa) (National Apt)
29-Aug-05 8:07AM
Arrive: DFW-Dallas / Ft. Worth, Tx (Usa) (Int'L)
29-Aug-05 10:17AM

Comments to the Travel Agent:

Scroll to the
bottom...

Total:

\$16.25

Mileage:

No.	Expense Type	Date	Cost	Method of Reimbursement	Miles
-----	--------------	------	------	-------------------------	-------

Total: \$0.00**Per Diem Entitlements****Lodge / M&IE:**

	Start Date	End Date	Total Lodge	Total M&IE
Edit	08/29/05	08/31/05	\$192.00	\$127.50

[View Receipts](#)**Accounting Summary****Accounting Code:** 05 1100000 MGMT [Edit](#)

COM. CARR.-I: \$349.76

LODGING: \$192.00

M&IE: \$127.50

OTHER: \$0.00

TAV EXP -I: \$16.25

05 1100000 MGMT \$685.51

Sub Total:

Calculated Trip \$685.51**Cost:***Click Save And Proceed to Pre-Audit***Advances Summary**

No Advances Requested.

[Save And Proceed To Pre-Audit](#)

[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)[Preview](#)[Pre-Audit](#)[Other Auths.](#)[Digital Signature](#)[Trip Compare](#)

Pre-Audit Trip

On this authorization,
no audit flags exist.

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

0 Items have been Flagged in this Travel Document

Save And Proceed To Digital Signature

Click *Save And Proceed To Digital Signature*.

Digital Signature

Click below to stamp and submit this trip authorization for routing and

Document Action

*Submit this document as:

SIGNED

SIGNED

CANCELLED

Additional Remarks:

Submit Completed Document

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	CHRIS TRAVELER50	0

Document History

Status	Date	Time	Name	Remarks
CREATED	08/02/05	1943	CHRIS TRAVELER50	

A traveler will have two status stamps – SIGNED & CANCELLED

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

*Submit this document as:

CANCELLED ▼

Additional Remarks:

Submit Completed Document

To cancel this authorization, simply select CANCELLED and click *Submit Completed Document*.

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	CHRIS TRAVELER50	0

Document History

Status	Date	Time	Name	Remarks
CREATED	08/02/05	1943	CHRIS TRAVELER50	



Confirmation

You are Stamping this document CANCELLED.

By accepting you are legally signing this document.

Accept

Cancel

Click *Accept* to proceed.



Please review the status of all your documents.

You are taken back to the authorization home page. As you can see, the document you amended to cancel now has the status of cancelled.

Authorizations / Orders

Below is a list of your existing authorization/order.

> [Create New Authorization/Order](#)

Existing Authorizations/Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
CTDENVERCO092005_A01	09/20/05	AUTH 24 HOUR PASSED	ONUE5C	> view	> print		
CTATLANTAGA091905_A01-02	09/19/05	AUTH 24 HOUR PASSED	ONUDW5	> view	> print		
CTLASVEGASNV091905_A01	09/19/05	AUTH 24 HOUR PASSED	ONUE4A	> view	> print		
CTMIAMIFL091205_A01	09/12/05	AUTH 24 HOUR PASSED	ONUE3L	> view	> print		
CTAUSTINTX090105_A01	09/01/05	AUTH 24 HOUR PASSED	ONUE3G	> view	> print		
CTATLANTAGA082905_A01	08/29/05	AUTH 24 HOUR PASSED	ONUE4R	> view	> print		
CTDALLASTX082905_A01-02	08/29/05	CANCELLED	ONUE33	> view	> print		
CTSANFRANCISCO082305_A01-01	08/23/05	AUTH 24 HOUR PASSED	ONUE34	> view	> print		> amend



You are again logged on as the traveler & going to amend a voucher to add an expense.

Official Travel ▼ Official Travel - Others ▼ Traveler Setu Administrative

Authorizations/Orders

Vouchers

Local Vouchers

Group Authorizations/Orders

TRAVELER50

ARCTTRAINING

Org Access:

Group Access:

Permission:

Message Center

WELCOME TO GOVTRIP

Go to the Official Travel tab and click on *Vouchers*.

My Signed Documents

Document Name	Current Status	Departure Date	Type
CT2/075 L01	SIGNED	07/02/05	LVCH
CTCHICAGOIL071105 A01	REJECT	07/11/05	AUTH
CTMIAMIFL071805 A01	AUTH 24 HOUR PASSED	07/18/05	AUTH
CTMIAMIFL071805 V01	SIGNED	07/18/05	VCH
CT250705 L01	SIGNED	07/25/05	LVCH
CTDALLASTX072505 A01	AUTH 24 HOUR PASSED	07/25/05	AUTH
CTDALLASTX072505 V01	ADJUSTED	07/25/05	VCH
CT260705 L01	SIGNED	07/26/05	LVCH
CT270705 L01	SIGNED	07/27/05	LVCH
CT280705 L01	SIGNED	07/28/05	LVCH
CT290705 L01	SIGNED	07/29/05	LVCH
CTAUSTINTX080105 A01	AUTH 24 HOUR PASSED	08/01/05	AUTH
CTAUSTINTX080105 V01	SIGNED	08/01/05	VCH



This will take you to the voucher home page showing a list of this traveler's vouchers. You can amend any voucher that has been approved. You will amend the 09/12/05 Miami, FL voucher. Click *amend*.

Vouchers

Below is a list of your vouchers.

» [Create New Voucher From Authorization/Order](#)

Existing Vouchers

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
CTDENVERCO092005_V01	09/20/05	SIGNED	ONUE5C	» view/edit	» print		
CTATLANTAGA091905_V01	09/19/05	CREATED	ONUDW5	» edit	» print	» remove	
CTLASVEGASN091905_V01	09/19/05	SIGNED	ONUE4A	» view/edit	» print		
CTMIAMIFL091205_V01	09/12/05	PAYMENT SUBMITTED	ONUE3L	» view	» print		» amend
CTAUSTINTX090105_V01	09/01/05	SIGNED	ONUE3G	» view/edit	» print		
CTATLANTAGA082905_V01	08/29/05	PAYMENT SUBMITTED	ONUE4R	» view	» print		» amend
CTMIAMIFL082205_V01	08/22/05	CREATED	ONUANB	» edit	» print	» remove	
CTAUSTINTX080105_V01	08/01/05	SIGNED	ONUE3E	» view/edit	» print		



Create Amendment

Click OK to amend this travel document. You will be prompted for signature.

Traveler Name: TRAVELER50,CHRIS

Traveler SSN: *****2250

Amendment Name: CTMIAMIFL091205_V01-01

Comments:

OK

Cancel

A comments screen will open.
You **MUST** enter the reason
here as to why you are
amending this document.





Create Amendment

Click OK to amend this travel document. You will be prompted for signature.

Traveler Name: TRAVELER50,CHRIS

Traveler SSN: *****2250

Amendment Name: CTMIAMIFL091205_V01-01

Comments:

Amending to add a \$45 parking fee.

OK

Cancel

Once you have entered the reason for amending, click *OK*.



Confirmation

You are AMENDING this document.

By accepting you are legally signing this document.

Accept

Cancel

Click *Accept* to proceed.

Preview Trip

Review the details for this trip below. When you are ready to add an expense, click the **Expenses** tab in the Navigation Toolbar.

Overall Starting Point Time Zone: EST (06)

Itinerary: Leave From:
[Edit](#) Leave:

Location 1 - MIAMI,FL Time Zone: EST (06)

Itinerary: Leave From: RES: WASHINGTON, DC
[Edit](#) TDY Location: MIAMI,FL
Arrive: 12-Sep-05
Leave: 15-Sep-05

Air Travel: Carrier: American Airlines (AA)
[Edit](#) Flight: 561
Fare: \$219.53
Airport Passenger facility charge included in ticket price.
Depart: DCA-Washington, Dc (Usa) (National Apt)
12-Sep-05 7:59AM
Arrive: MIA-Miami, Fl (Usa) (Miami Int'L. Apt)
12-Sep-05 10:28AM
Method of GOVCC
Reimbursement:

Comments to the Travel Agent:
SEAT PREFERENCE: 18F

The voucher will open up to the preview screen. You want to add an expense so you need to click the *Expenses* tab in the Navigation Toolbar.

Non-Mileage Expenses

You need to add a parking fee so you will enter the expense in the space below.

Reminder: TMC Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

→ [create an expense item from government charge card transaction](#)


Leave: 12-Sep-05 Return: 15-Sep-05

Add Expense

* Expense Type:

- OR -

* Cost: \$

* Date: 

* Method of Reimbursement:

→ [view/edit expense details](#)

Save Expense

Expenses Summary

Expense Type	Date	Cost	E/R
TAXES: LODGING-DOMESTIC	09/12/05	\$55.00	Edit Remove
PARKING/TOLLS	09/12/05	\$20.00	Edit Remove
ATM FEE	09/12/05	\$2.50	Edit Remove
TAV Fee -I	09/12/05	\$16.25	

Total Expenses: \$93.75

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expenses" to save the expenses to the travel document.

Reminder: TMC Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

[create an expense item from a government charge card transaction](#)


Leave: 12-Sep-05 Return: 15-Sep-05

Add Expense

* Expense Type:

- OR -

* Cost: \$

* Date: 

* Method of Reimbursement:

[view/edit expense details](#)

Save Expense

Expenses Summary

Expense Type	Date	Cost	E/R
TAXES: LODGING-DOMESTIC	09/12/05	\$55.00	Edit Remove
PARKING/TOLLS	09/12/05	\$20.00	Edit Remove
ATM FEE	09/12/05	\$2.50	Edit Remove
TAV Fee -I	09/12/05	\$16.25	

Total Expenses: \$93.75

Once the expense is entered,
click *Save Expense*.

Non-Mileage Expenses

That was the only item you needed to add. To continue, click *Review/Sign* on the Navigation Toolbar.

→ [create an expense item from a government charge card transaction](#)


Leave: 12-Sep-05 Return: 15-Sep-05

Add Expense

* Expense Type:

- OR -

* Cost: \$

* Date: 

* Method of Reimbursement:

→ [view/edit expense details](#)

Save Expense

Expenses Summary

Expense Type	Date	Cost	E/R
TAXES: LODGING-DOMESTIC	09/12/05	\$55.00	Edit Remove
PARKING/TOLLS	09/12/05	\$20.00	Edit Remove
ATM FEE	09/12/05	\$2.50	Edit Remove
TAV Fee -I	09/12/05	\$16.25	
PARKING/TOLLS	09/12/05	\$45.00	Edit Remove

Total Expenses: \$138.75

The expense should now be listed above – at this point the expense is saved.

Preview Trip

Review the details for this trip below. When

Again, you are at the voucher preview page.

Overall Starting Point Time Zone: EST (06)

Itinerary:

Leave From:

RES: WASHINGTON, DC

Comments to the

[Edit](#)

Leave:

12-Sep-05

Approving Official:

Location 1 - MIAMI,FL Time Zone: EST (06)

Itinerary:

Leave From:

RES: WASHINGTON, DC

[Edit](#)

TDY Location:

MIAMI,FL

Arrive:

12-Sep-05

Leave:

15-Sep-05

Air Travel:

Carrier:

American Airlines (AA)

Comments to the

[Edit](#)

Flight:

561

Travel Agent:

Fare:

\$219.53

SEAT PREFERENCE: 18F

Airport Passenger facility charge included in ticket price.

Depart:

DCA-Washington, Dc (Usa) (National Apt)

12-Sep-05 7:59AM

Arrive:

MIA-Miami, Fl (Usa) (Miami Int'L. Apt)

12-Sep-05 10:28AM

Method of

GOVCC

Reimbursement:

Scroll to the bottom...

Accounting Summary

Accounting Code: 06 NGC 0300SE 0103000 0MGTO [Edit](#)

COM. CARR.-I:	\$242.79
LOCAL TRANS:	\$39.00
LODGING:	\$190.80
M&IE:	\$98.70
MILEAGE:	\$12.15
OTHER:	\$34.50
RENTAL CAR:	\$60.00
TAV EXP -I:	\$9.75
06 NGC 0300SE	\$687.69
0103000 0MGTO Sub	
Total:	

Accounting Code: 06 NRPA 0300SE 4510110 0MGTO [Edit](#)

COM. CARR.-I:	\$161.86
LOCAL TRANS:	\$26.00
LODGING:	\$127.20
M&IE:	\$65.80
MILEAGE:	\$8.10
OTHER:	\$23.00
RENTAL CAR:	\$40.00
TAV EXP -I:	\$6.50
06 NRPA 0300SE	\$458.46
4510110 0MGTO Sub	
Total:	

Calculated Trip Cost: \$1,146.15

Advances Summary

No Advances Requested.

Click Save And Proceed to Pre-Audit

Save And Proceed To Pre-Audit

Pre-Audit Trip

Below are any items flagged items. When

You are taken to the pre-audit screen. A couple of audit fails exist for this voucher.

2 Items have been Flagged in this Travel Document

1.	Reason Flagged → ACTUALS EXIST	Item Description → ACTUALS EXIST	* Justification to Approving Official Government rate not available.
2.	Reason Flagged → NON-CONTRACT FARE	Item Description → NON-CONTRACT FARE USED R SEGMENT 2	* Justification to Approving Official <u>Reason Codes</u> (C1) Scheduled contract fare flights are not available in time to meet mission requirements or use of contract service would require the traveler to incur unnecessary overnight lodging cost which would increase the total cost of the trip.

Click *Save And Proceed To Digital Signature.*

Save And Proceed To Digital Signature

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By sub

Document Action

*Submit this document as: SIGNED ▼

Additional Remarks:

Submit Completed Document

The stamp will default to
SIGNED. Click *Submit
Completed Document*.

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	TRAVELER50, CHRIS	0

Document History

Status	Date	Time	Name	Remarks
CREATED	08/02/05	2000	CHRIS TRAVELER50	



Confirmation

You are Stamping this document SIGNED.

By accepting you are legally signing this document.

Accept

Cancel

Click *Accept* to proceed.



Stamp Process

This trip record is accurate and represents a legal claim for reimbursement. I understand there are severe criminal and civil penalties for knowingly submitting a false, fictitious or fraudulent claim. (18 USC Sections 287 and 1001, and 31 USC Section 3729)

Cancel

Save and Continue

Click Save and Continue to proceed.

You are now taken to the voucher home page. The voucher you just amended is in a signed status awaiting the next person in the routing i.e. reviewer, approver, etc.

Vouchers

Below is a list of your vouchers

> [Create New Voucher](#)

Existing Vouchers

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
CTDENVERCO092005_V01	09/20/05	SIGNED	ONUE5C	> view/edit	> print		
CTATLANTAGA091905_V01	09/19/05	CREATED	ONUDW5	> edit	> print	> remove	
CTLASVEGASN091905_V01	09/19/05	SIGNED	ONUE4A	> view/edit	> print		
CTMIAMIFL091205_V01-01	09/12/05	SIGNED	ONUE3L	> view/edit	> print		
CTMIAMIFL091205_V01		PAYMENT SUBMITTED		> view	> print		
CTAUSTINTX090105_V01	09/01/05	SIGNED	ONUE3G	> view/edit	> print		
CTATLANTAGA082905_V01	08/29/05	PAYMENT SUBMITTED	ONUE4R	> view	> print		> amend
CTMIAMIFL082205_V01	08/22/05	CREATED	ONUANB	> edit	> print	> remove	



*Please contact the Travel Services
Helpdesk at
304-480-8000 option 1
or Email
travel@bpd.treas.gov
for assistance with GovTrip.*